



COMMERCIAL PREREQUISITE CHECKLIST

INSTRUCTIONS: Complete and attach this form to each plan set. Commercial plans must be submitted with this form in order for your plans to be considered as complete for the purpose of plan review. In, addition, incomplete plans will not be allowed to utilize the customer paid overtime service (See also Form CE-1251). Please note that these items are only required if the scope of work is applicable.

Please **check each box and indicate** if the item is included on the form the applicable sheet number or N/A if not applicable.

INCLUDED	PLAN REQUIREMENT	SHEET NO.
<input type="checkbox"/>	Plans Issued For Review Must Be Ready For Construction – Plans may “Not” be marked “ <u>Preliminary</u> or <u>Not for Construction</u> ”	N/A
<input type="checkbox"/>	Building Permit Application – A complete Application is required for each new structure, lease remodel or build-out proposed	Attach to Plans
<input type="checkbox"/>	Plan Review Fee Valuation (Cost of Improvements) – Permit fees are based on the total cost for all work proposed including labor and design costs, and must be provided for each separate permit. The cost shown on each application for multiple-numbered projects must reflect the cost associated with the scope of work for each separate project number at each separate address.	Reflect on Building Permit Application
<input type="checkbox"/>	Energy Code Software – Required for building projects. If exempt, indicate on the plans why exempt.	_____
<input type="checkbox"/>	Letters of Availability – Storm letters required for all new construction and site renovations. Sewer and water letters are required for new construction, change in occupancy, and/or an increase or decrease of capacity for any proposed development. Photocopies of the availability letter must be attached to the front of each plan set when submitting. When short forms are allowed, photocopies of the short form must be attached to the front of each plan set.	Attach to plans
<input type="checkbox"/>	Plan Sets – Minimum 2 sets that match and are bound (4 sets for Hazardous Materials and High Pile Storage).	N/A
<input type="checkbox"/>	Site Plan – Required for all new buildings, structures, parking lots, grading permits and additions. Also required for a change in occupancy (a.k.a. conversion)	_____
<input type="checkbox"/>	Landscaping – For new parking lots, new buildings, and for additions greater than 1,000 sq. ft.	_____
<input type="checkbox"/>	Structural & Nonstructural Drawings	
<input type="checkbox"/>	1. Labeled floor plan with drawing details for the proposed scope of work.	_____
<input type="checkbox"/>	2. Structural plans	_____
<input type="checkbox"/>	3. Architect and Engineer plans, each sheet sealed, signed and dated; as required by Texas Architectural and Engineering Practice Acts.	_____
<input type="checkbox"/>	4. Code Analysis for new structures – construction type, occupancy classification and specific use proposed.	_____
<input type="checkbox"/>	5. Soil Report for new buildings and additions, and soil classification listed on the foundation plan by the engineer.	_____
<input type="checkbox"/>	6. Door & Hardware Schedule, Glazing Schedule, and Wall Schedule and legend differentiating the walls shown in the plan	_____
<input type="checkbox"/>	Mechanical – All new buildings and renovations that involve change of occupancy, new or change out of equipment, fire/smoke dampers, or new or replaced ducts.	_____

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<input type="checkbox"/>	Electrical 1. 1-line Diagram – Required for new buildings, new services, added loads, or changes of occupancy.	_____
<input type="checkbox"/>	2. Load Analysis – Required for new buildings, new services, added loads, or changes of occupancy.	_____
<input type="checkbox"/>	3. Panel schedule – Required for new buildings, new service, added loads, or change of occupancy	_____
<input type="checkbox"/>	Plumbing 1. Riser Diagram and Floor Plan – Required for new piping, new plumbing fixtures, and/or change in occupancy.	_____
<input type="checkbox"/>	2. Letters of Availability – Required for grading projects, parking lots, new buildings, existing structures with increased water usage, and changes in occupancy.	_____
<input type="checkbox"/>	Storm Drainage / Civil Plans – All new parking lots, new buildings, grading permits, and projects adding impervious cover.	_____
<input type="checkbox"/>	Fire Alarm Plans – When required by code, included in the project, or for renovations where fire alarm systems exist. NOTE: Can be submitted separately.	_____
<input type="checkbox"/>	HazMat Details or Exemption Form – For labs, fabrication, storage facilities and retail occupancies involving hazardous materials.	_____
<input type="checkbox"/>	High Piled Details or Exemption Form – For all storage and some retail occupancies	_____
<input type="checkbox"/>	Health Plans – For all projects involving food and drink preparation; and food and drink establishments.	_____
<input type="checkbox"/>	Airport Signatures – For aviation projects.	_____
<input type="checkbox"/>	A.R.A. Time Stamped Application – Administration and Reg. Affairs approval for alcohol related businesses.	_____

CODE ANALYSIS		
Complete the below information for the specific project:		CODE REF.
CODE EDITIONS	Building: _____ Electrical: _____ Fire: _____ Mechanical: _____ Plumbing: _____ Energy: _____	Chapter 1 IBC
USE AND OCC. CLASSIFICATION	Use (specific use of the proposed building or space): _____ _____ Occupancy Classification: _____ <i>For remodel, is this the current use and occupancy of the building?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Chapter 3 and 4 IBC
HEIGHT /STORIES	Height in feet: _____ No. of Stories: _____	Chapter 5
TYPE OF CONSTRUCTION	Type of Construction: _____ Sprinkled 100% <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partial	Chapter 6 and 9
OCC. LOAD & EXITING ANALYSIS	_____	Chapter 10